

Minutes of the Meeting

A meeting of Internal Quality Assurance Cell (IQAC) was held on 29/07/2020 on Google Meet (meet.google.com/oam-wrac-tnb) at 12:30 pm.

The following members were present:

1. Dr. Manoj Kumar Khanna, Principal (Chairperson)
2. Dr. Hament Kumar Rajor (Coordinator)
3. Dr. N.K. Kakkar (Member)
4. Prof. J.M. Khurana (Member)
5. Dr. Mahak Singh (Member)
6. Dr. Sukanya Lal (Member)

Minutes of the meeting:

1. Due to lockdown, the minutes of the previous meeting dated 28/09/2018 couldn't be accessed for the confirmation, so it was decided that minutes of the meeting previously held on 28th September, 2018 and today's meeting shall be placed for confirmation.

2. **Agenda No.1: Progress in the process of Assessment for NAAC**

The committee members were apprised of the work done in college till date.

(i) The following facilities have been extended to the differently abled people: Tactile, friendly Toilets, Grills in corridors, ramps etc.

(ii) College has started many good Practices in the institution like installation of Solar panels on the roof of the college, fitting of PNG connections in labs/kitchens of the Hostel and Canteen, implementation of GFR-2017 rule in all type of purchases, purchase through GeM portal, cashless transactions, PFMS for electronic transactions, availability of indigenous Dashboard to students and faculty members, Rain Water Harvesting, Organic Waste management (pit method), improvement in sewer system of the college etc.

Members were also informed about the work to be done soon in respect waste water treatment, installation of composting machine for organic waste management, Library and other infrastructure.

3. **Agenda No.2: To include more members in IQAC:**

The following teachers were incorporated in IQAC namely: **Dr. Monika Saxena** (History dept.), **Dr. Hardeep Kaur** (Zoology Dept.) and **Dr. Anuradha Chetia** (Statistics)

4. **Agenda No.3: To Appoint Criteria Conveners for 7-Criterion of NAAC**

The committee has given the responsibility to Principal and coordinator to appoint conveners/co-conveners as per the requirement.


Co-ordinator
IQAC Ramjas College
University of Delhi

5. Agenda No. 4: To form Editorial Board for Writing SSR

A three member's Editorial board has been constituted for the writing of the SSR (Self-Study Report) with **Dr. Vikas Kumar Verma** as (Convener), and **Dr. Bharti Choudhary, Dr. Pawan Kumar** as its Members.

5. Agenda No.5: Any other matters

The members expressed their concern and gave following valuable inputs/ suggestions:

Library: It requires lots of transformation. Very old books must be segregated so that a space can be created for new books. An automatic system (IRD) can be installed in library to issue and return of the books.

Community services: The College must start to encourage students and departments to do community services like education to people of slums, awareness programmes, waste management in college as well as in neighbouring areas, plantation of tree. College should make provisions of awarding such works.

Beautification of Campus: The committee put emphasize on more Gardening for better greenery on campus.

SOPs: Standard Operating Procedures (SOPs) for all activities in college office, departments, labs, library etc. should be prepared. They must be uploaded on college website and made available in the respective places.

Infrastructure: Members were also in favour that the College must utilizes this time to develop infrastructure in the college wherever it is required to complete the works related to NAAC. College should also ensure that every room in college must have proper furniture, white / black boards etc. College should also install Electronic board in some rooms.

Cleanliness: It was also emphasized that there should be a proper cleanliness in staffroom, toilets, living rooms (hostel), common rooms etc. and this should be monitored regularly.

The meeting ended with thanks to the chair.

Confirmed.
Hidayat
Co-ordinator
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